

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 1/4/2011 MEETING

Convened: 6:30 p.m.

Present: Kevin Johnston  
Andrew Artimovich  
Jane Byrne  
Jeffrey Bryan

The Board met and reviewed payroll, accounts payable, and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Selectmen reviewed the minutes of the 12/28/10 meeting. Bryan moved the minutes as written. Byrne seconded the motion. Johnston, Byrne and Bryan voted in favor; Artimovich abstained.

The Board reviewed the notes:

- The Selectmen would like to use the one existing phone line at the Grange for the fire and burglary alarms.
- Mr. Camarata of Peabody Drive called the Selectmen's office in response to the letter that was sent regarding his driveway. He reported that the required work was completed a couple of weeks ago. They did not realize they needed to contact Steve Cummings but will do so right away.
- The Board discussed a change order that was received from Ricci Construction in the amount of \$3,127. Fire Chief Lemoine, who was in attendance, commented that he had asked them for a price on the items listed but did not ask them to write up a change order. Bryan made a motion to deny Change Order #16. Johnston seconded the motion; all voted in favor.
- Brett Wells has been given approval to return to full duty.
- There is currently over \$35,000 in the Police Detail Revolving Account which could be used to purchase a new cruiser in 2011. The Selectmen decided not to include funding for a new cruiser in the 2011 operating budget.
- There were a couple of line items missing from the General Government budget which was already approved. Bryan made a motion, seconded by Byrne, to reopen the General Government budget. All voted in favor. A motion to amend and approve the budget in the amount of \$28,958 was made by Bryan and seconded by Byrne. All voted in favor.

The Board signed the following documents:

- Byrne made a motion, seconded by Artimovich, to sign the contract with Century Consulting to perform our assessing for 2011. All voted in favor.
- Artimovich made a motion to authorize Chairman Johnston to sign the 9-1-1 Liaison Form appointing Julie Stevens as the Database and Mapping Liaison and Carolyn Thorsell as the Secondary Liaison. Byrne seconded the motion; all voted in favor.

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- A motion was made by Byrne to accept the contract with Mainstay Technologies and authorize Johnston to sign it. Artimovich seconded the motion; all voted in favor.

Building Inspector Gil Tuck was in with one building permit for James & Tina Peel of 25 Shannon Way to replace the electric meter socket. The Board signed the permit.

Phyllis Thompson was in at the request of the Selectmen to discuss the Town Clerk and Tax Collector budgets. Byrne stepped out of the meeting to cover the Town Clerk/Tax Collector's office. Johnston stated that the Town Clerk and Tax Collector budgets were up over 2010. Thompson interjected that the budget she presented in October was different from the budget that Julie gave her in December. Stevens explained that was because when Thompson presented her budget in October we didn't know what was going to happen with salaries so Thompson had just used the 2010 figures for salaries. Thompson responded that in the October budget that was presented she had figured 31 hours for the deputy and 23 for the clerk and that Julie changed it to 32 and 24 respectively. Stevens reminded Thompson that she had asked her how many hours she should base the salary lines on and was told 32 and 24. Stevens continued that we can't carry forward the same salary figures as those in 2010 because they were paid less during the months of January through March. Thompson added that if you take out the in-and-out items, postage and dues/subscriptions, then her budget is actually down. Bryan asked Thompson if she still feels the need to have 44 hours of coverage. Thompson responded that she is not changing her hours. Bryan said a lot of other towns are only open 24 to 26 hours. Thompson replied that she doesn't care what other towns do, she is elected by the people and she is keeping her hours. Stevens explained to Thompson that if she wants to change the deputy back to 31 hours and clerk to 23, she should consider the fact that the deputy, on the average, worked 34 hours per week in 2010 and that resulted in the Town Clerk and Tax Collector offices going over their budgets. Thompson said that is because she takes a lot of vacations and the deputy has to cover when she's on vacation and that is not in the budget. Johnston asked if she put the vacation coverage in the 2011 budget. Thompson said she doesn't think it is. Johnston inquired why we don't put it in there if it is an actual expenditure we're going to have. Bryan said it will just be more of an increase to the bottom line. Bryan asked Thompson if she would consider closing for just half a day in order to keep the budget in line. She responded no, she's going to stay open the hours she has and is not changing. Thompson said she collected \$26,000 in vehicle registration fees that she turned over to the Town that we didn't have to raise taxes for. She continued that if the Town Clerk is on fees they get to keep the title fees. Bryan responded that our Town Clerk is not on fees but is on salary. Thompson said no she is not on fees but that is still \$26,000 she turns over to the Town and we don't have to raise from taxes because she's giving it back to the Town. Bryan added that people have to register their vehicles no matter what. Bryan said it is really up to the Board if they want to close the office for a half day or day. Thompson responded that they can't because the Selectmen are not her boss. She read the RSA that states the legislative body can not force an official to serve part time or full time; the official can work as many hours as he/she decides is appropriate. Bryan said that is correct, the Town Clerk/Tax Collector can work as many hours as she thinks she needs but if the Selectmen decide they don't

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want any of their employees there working in the office..... Thompson said the deputy is her employee. Bryan explained that they are trying to rein in a budget. Thompson asked why they pick on the Town Clerk's office when they take in all the millions that run the Town. Bryan said they are not picking on her office; they pick on everybody's office. Thompson continued that for example, Planning is way down but they didn't take any hours from that; they could cut their budget because they don't have the work. Johnston said the Town Clerk and Tax Collector budgets have not been voted on yet.

Johnston mentioned to Thompson that Town Counsel is not recommending that we sign the agreement with Interware to accept credit card payments since they would not agree to approve it with the sections crossed out that did not pertain to the Town. Thompson responded that she's fine with whoever they want to go with. Johnston said we'll leave it up to Jonathan Ellis, Treasurer.

Artimovich said that if they are going to vote on the Town Clerk and Tax Collector budgets tonight and Bryan is going to vote against them, he would rather wait until Menter is present because he doesn't want his vote to be cancelling out Bryan's vote because Bryan's vote will be to reduce his mother-in-laws hours. Bryan said he is not trying to do that; he is just trying to rein in a budget that goes up every year. Johnston said he does not want to vote on it tonight anyway.

The Board reviewed warrant article requests:

- Conservation Commission will have a warrant article to extend the expiration date of the bonding authority granted to the Selectmen for the purpose of acquiring conservation land at the March 13, 2003 annual town meeting.
- SeaCare Health Services for \$1,000 in funding. 2010 was the first year they were included as a warrant article.
- To add \$20,000 to existing Capital Reserve Fund for the repair of Town bridges.
- \$250,000 for the purpose of road repairs.
- \$50,000 to be added to existing Capital Reserve Fund for the purchase of highway vehicles and related equipment. Byrne suggested that we put in the wording "to purchase or lease/purchase" that way if we come up with an option we can accept a lease. Stevens explained that the wording of the Capital Reserve Fund would have to be changed, not the warrant article itself.
- To add an 80'x30'x16' lean-to to the side of the existing building. The estimated cost is \$156,000. Robinson said he's not sure if the Selectmen would want to go for the entire amount in one year or establish a Capital Reserve Fund to start contributing to.
- There will be a warrant article for code related work at the Grange as well.

The Board discussed the following requests for encumbrances:

- Bryan made a motion, seconded by Byrne, to encumber \$2,000 for the Conservation Commission Southeast Land Trust Contract. All voted in favor.

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- A motion was made by Byrne and seconded by Bryan to encumber \$30,000 from FD Building Repairs & Maintenance for the sprinkler tie-in at the new fire station. All voted in favor.
- Artimovich made a motion to encumber \$1,500 for work on the Open Space chapter of the Master Plan. (This was an encumbrance from 2009). Byrne seconded the motion; all voted in favor.
- Byrne made a motion, seconded by Artimovich, to encumber \$4,000 from the guard rails line of the highway budget as per the quote from CWS Fence & Guardrail. All voted in favor.
- A motion was made by Bryan to encumber \$17,000 for paving the parking lot expansion adjacent to the Catch Basin & Salt Shed as per the quote from Bell & Flynn. Byrne seconded the motion; all voted in favor.

Fire Chief Kevin Lemoine was in to discuss the following items:

- They hope to move in and start operating from the new fire station this weekend.
- They need to put 4 new tires on Ambulance 2. Lemoine would like to pay for that from the ambulance fund. Artimovich made a motion, seconded by Bryan, to approve payment from the ambulance fund. All voted in favor.
- They have several meetings scheduled in the new fire house, such as an EMTI class, an area fire chiefs meeting and seacoast fire chiefs meeting.
- The Open House will be held in May.
- Lemoine submitted a copy of his memo regarding contacting outside assistance, as requested by the Board of Selectmen.
- Lemoine presented a proposal for stand by pay. He has broken them down into 12 hour shifts. This would cover just shy of 24/7; at least having people signed up to cover the shifts although not necessarily be manning the station. The shifts run Sunday-Thursday 6pm-6am, Friday & Saturday 6pm-6am, and Saturday & Sunday 6am-6pm. The proposed totals \$32,240, which Lemoine would like to pay from the ambulance revolving account.
- Lemoine has 2 warrant articles: 1) To add \$50,000 to the Capital Reserve Fund for replacement of fire and rescue vehicles. 2) If the Selectmen don't approve his above proposal for stand by pay, he would submit a warrant article in the amount of \$24,000 which would cover the stand by pay from April 1 – December.

Elyse Seeley of the Budget Committee wanted to update the Selectmen on Committee related items. They have 2 more working meetings and have the budget hearing scheduled for 2/7 (with a snow date of 2/11). The BudCom asked the School Board to include a warrant article to return the \$260,000+ that is in a capital reserve fund for Swasey School Building Expansion to the General Fund since there has been no activity since 2004. The School Board voted not to include the warrant article. Seeley is submitting a Citizens Petition to do so. The Co-op budget is being voted on by the School Board. The Budget Committee voted on a default budget. There is an increase over last year.

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Johnston made a motion, seconded by Byrne, to go into nonpublic session per RSA 91-A:3, II(a) to discuss an employee matter. Johnston, Artimovich, Byrne and Bryan voted in favor.

Following discussion, a motion was made by Johnston and seconded by Artimovich to come out of nonpublic session and seal the minutes. Johnston, Artimovich, Byrne and Bryan voted in favor.

Byrne had copies of pamphlets on completing employee evaluations to distribute to all the department heads. She continued that she has heard more than one department head say that they did not like seeing their work be called “fairy dust”, etc. Byrne suggested we meet with the department heads and explain to them what they’re looking for in an employee review. Most of them, she added, have never seen one or done one in their life until 3 years ago when we started requiring they complete evaluations and they (the Selectmen) just sit there and criticize them. She suggested Stevens review the pamphlets and pick out parts that can be used. Byrne said the department heads need some guidance instead of just hanging them out there. Johnston responded that the forms we’ve been using are pretty self-explanatory as to how they should be completed, it’s just that there wasn’t really anything accurate written. Byrne replied that we (the Selectmen) don’t work with these people. Johnston said they do observe them. Artimovich said the County just ran a seminar on employee evaluations and we may want to touch base with them. Stevens added that LGC probably offers one for free.

At 7:50 p.m. a motion to adjourn was made by Bryan and seconded by Artimovich. All voted in favor.

Respectfully submitted,

Julie Stevens